



Agency Records Disposition Schedule

Department: Office of Administration

Section: Staff Services

Division: Division of Accounting

Sub-Section:

TITLE: Administrative Trust Fund Revolving Ledgers

CUTOFF: EOSFY

DESCRIPTION: Administrative Trust Fund Revolving Ledgers. The journal and ledgers maintained on these entities are needed because the financial transactions are either not reported on SAM in their entirety or in part. Invoices and other financial transactions sent thru SAM are destroyed. Journal and Ledgers maintained on an accrual basis and financial statements are prepared for each of these entities.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 3049

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Administrative Trust Fund Workfiles

CUTOFF:

DESCRIPTION: Administrative Trust Fund Workfiles

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3048

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Bank Contracts

CUTOFF: EOSFY

DESCRIPTION: Bank Contracts - state depository for demand or time contracts. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 2819

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989



Agency Records Disposition Schedule

Department: Office of Administration

Section: Staff Services

Division: Division of Accounting

Sub-Section:

TITLE: Billings

CUTOFF: EOSFY

DESCRIPTION: Billings to various agencies for printing, flight, etc. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 2821

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989

TITLE: Computer Runs

CUTOFF: EOSFY

DESCRIPTION: Computer Runs - payroll, appropriations, fund ledgers, etc. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 2823

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989

TITLE: Federal Grant Ledgers

CUTOFF: EOFFY

DESCRIPTION: Federal Grant Ledgers. The journal and ledgers maintained on these entities are needed because the financial transactions are either not reported on SAM in their entirety or in part. Invoices and other financial transactions sent thru SAM are destroyed. Journal and Ledgers maintained on an accrual basis and financial statements are prepared for each of these entities.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 3050

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section: Staff Services

Division: Division of Accounting

Sub-Section:

TITLE: Office of Administration Inventory System Reports

CUTOFF:

DESCRIPTION: Office of Administration Inventory System Reports

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3051

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Procurement Documentation

CUTOFF:

DESCRIPTION: Procurement Documentation

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3020

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Purchasing Contracts

CUTOFF: EOSFY

DESCRIPTION: Purchasing Contracts - statewide contracts originated by the Division of Purchasing. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 2818

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989



Agency Records Disposition Schedule

Department: Office of Administration

Section: Staff Services

Division: Division of Accounting

Sub-Section:

TITLE: Sub-Grantee Contracts

CUTOFF: EOSFY

DESCRIPTION: HUD, Regional Planning Commissions, etc. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 2822

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989

TITLE: Warrant Requests

CUTOFF:

DESCRIPTION: Warrant Requests

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3019

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996